

## Leaves – an overview

Considering a leave? Below you will find a sampling of information and some suggestions regarding possible steps to take. The District Office is your best bet for up-to-date information that is relevant to your particular situation. Feel free to contact us!

### Steps:

1. Decide what type of leave best suits your needs (choose from the list below).
2. Check timelines to either spur you to action or relieve you from unnecessary panic.
3. Look over the other factors of your employment that are affected by a leave and weigh the financial, familial and psychological impact associated with the consequences of taking, or of not taking, a leave.
4. Contact the District Office to check if there have been any changes and for help in your application for leave.
5. Apply.
6. Read carefully the response letters you receive from the employer – depending on the type of leave, they can be numerous. Contact the District Office for any needed clarification.
7. Know the pertinent information regarding your return: relevant timelines, workload, staffing, etc.

8. Leave.



9. Return.

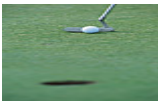
## Types of Leave



The Ontario Secondary School  
Teachers' Federation

**Federation Leave:** highlighted in Article 20 of the C.A., members on this leave are paid in full by the employer and the Federation is billed by the Board.

**Special Circumstances:** highlighted in Article 14, members must apply to Human Resources (HR) in advance. These leaves can be with pay (14.10.13) or without (14.03.04).



**Unpaid Personal (UP):** highlighted in Article 16, members must apply to HR. Extended leave deadline is April 30/November 30 (new language in 2008). Often used for Teaching Overseas. **See chart below.**

**Short Term:** highlighted in Article 17, members must apply to HR. Although this leave is without pay both benefits and pension contributions are paid by the board. The board needs one month notice unless there are unforeseen circumstances; and, these leaves often include such uncertainties.

**Family Medical (Compassionate Care):** highlighted in Articles 15.08 and 15.09, members must apply to HR. Documentation is necessary as is an application to Human Resources Development Canada (HRDC) for Employment Insurance (EI).



**Pregnancy/Parental (PP):** highlighted in Articles 15.01-15.07, members must apply to HR. Documentation is necessary as is an application to HRDC for EI. **See chart below.**



**X/Y deferred salary plan (X/Y):** highlighted in Article 19, members must apply to HR by March 31. **See chart below.**

<b>Factors affected by leave</b>	<b>Type of Leave</b>	<b>How Affected</b>	<b>Who Pays</b>
<b>Pension</b>	UP	\$ not being put in; credit not accumulated	Member; 5 years to buy back; can only do so if straight leave, not if partial (ie. reduced workload)
	PP	\$ not put in; credit not accumulated	Member; 5 years to buy back
	X/Y	\$ not put in; credit not accumulated	Member; 5 years to buy back
<b>Benefits</b>	UP	not covered (cost Jan 09 approx. \$380/ month for family)	Member
	PP	covered	Board
	X/Y	covered	Board/Member (for the leave part)
<b>LTD</b>	UP	never covered	Member
	PP	never covered	Member
	X/Y	never covered	Member
<b>Length</b>	UP	1 year at a time	
	PP	2 weeks waiting period; 15 weeks pregnancy; 35 weeks parental	
	X/Y	1 semester or 1 year leave; cannot have a y = greater than 5 years	
<b>Time lines</b>	UP	April 30 or November 1	
	PP	2 weeks prior to commencement of leave; any changes to return = 4 weeks prior to scheduled date of return	
	X/Y	March 31 of previous year (for the y)	
<b>EI</b>	UP	not eligible	
	PP	eligible if employed for 13 weeks immediately prior (top-ups available)	
	X/Y	not eligible	